



# Alaska Air National Guard Active Guard Reserve (AGR) Position Announcement # **AKANG 14-93**



<http://dmva.alaska.gov/employment.htm>

<b>POSITION TITLE:</b> <b>Aviation Resource Management Craftsman</b>		<b>AFSC:</b> <b>1C072</b>	<b>OPEN DATE:</b> <b>4 AUGUST 2014</b>	<b>CLOSE DATE:</b> <b>28 AUGUST 2014</b>
<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> <b>168<sup>th</sup> Operations Support Squadron, Eielson AFB, Alaska</b>			<b>GRADE REQUIREMENT:</b> <b>Minimum: E7      Maximum: E7</b>	
<b>SELECTING SUPERVISOR:</b> <b>SMSgt Paul</b>	<b>VACANCY:</b> <b>0955396</b>	<b>PHYSICAL PROFILE:</b> <b>PULHES – 333233</b>		
<b>AREAS OF CONSIDERATION</b>				
<b>Area 1</b> On Board AKANG AGR ( <b>MUST HOLD ADVERTISED AFSC</b> ) <b>Area 2</b> Alaska Air National Guard members ( <b>MUST HOLD ADVERTISED AFSC</b> ) <b>Area 3</b> Nationwide (Military members eligible for membership in to the AKANG) ( <b>MUST HOLD ADVERTISED AFSC</b> ) <i>*All applicants MUST meet the grade requirement and physical/medical requirements outlined*</i>				
<b>MAJOR DUTIES MAY INCLUDE</b>				
<ul style="list-style-type: none"> <li>• Perform and manage aviation and parachutist Host Aviation Resource Management (HARM) and Squadron Aviation Resource Management (SARM) functions related to scheduling, standardization and evaluation, flying and ground training, aviation flight records, parachutist jump records and squadron operations</li> <li>• Operate and maintain the Aviation Resource Management System (ARMS)</li> <li>• Interpret public law, plan, organize, and direct aircrew and parachutist resource activities</li> <li>• Review aviation mission accomplishment reports for accuracy</li> <li>• Initiate actions to support aviation management policies and procedures, and conduct aircrew and parachutist interviews</li> <li>• Prepare and process aeronautical and military pay orders and flight authorizations</li> <li>• Perform aviation and parachutist resource management functions</li> <li>• Monitor flight physicals, physiological training, aircrew qualifications, and other aircrew and parachutist-related programs</li> <li>• Schedule aircrew training and aircraft sorties, and maintain mission information</li> <li>• Monitor individual flight requirements, unit flying hours, and aviation requirement changes</li> <li>• Maintain control and accountability for ARMS data</li> <li>• Inspect and evaluate production and maintenance of aviation flight and parachutist jump records, files, and reports</li> <li>• Evaluate completed work and group performance</li> <li>• Ensure functional directives are accurate and complete</li> <li>• Review aviation resource management procedures and recommends changes</li> <li>• Review trend analysis</li> <li>• Perform additional duties as assigned</li> </ul>				
<b>INITIAL ELIGIBILITY CRITERIA</b>				
➤ <b>SECURITY CLEARANCE – Secret (eligible to obtain)</b> ➤ <b>APTITUDE REQUIREMENT – Administrative – 41</b> ➤ <b>STRENGTH APTITUDE - Demonstrated by Weight Lift of 40 lbs</b> ➤ Ability to speak distinctly ➤ Must have CHARM certification /SEI code 066 ➤ <b>Upon selection, approval of Exceptional Family Member Program is Required for members with dependants</b>				
<b><u>SPECIAL REQUIREMENTS:</u></b>				
<b><u>Irregular Schedule &amp; TDYs:</u></b> Incumbent will be required to work shifts, holidays, weekends and regularly perform extended duty periods away from home station and temporary duty (TDY) both in-state and out-of-state				
<b>PREFERRED QUALIFICATIONS</b>				
➤ Knowledge is mandatory of: rated, career enlisted aviators, nonrated, operational support, and parachutist duty classifications and aviation management policies; aircrew and parachutist continuation and qualification training and upgrade; flying hour and flying incentive pay ➤ Experience in performing or supervising functions such as aircrew scheduling, aviation flight and parachutist jump records maintenance, or maintaining ARMS ➤ Must have Supervisory experience of multiple personnel ➤ Must have incentive pay experience for non-related and conditional flyers. Minimum includes knowledge of Aircrew Incentive Pay, Career Enlisted Force Incentive Pay, and Hazardous Duty Incentive Pay. Experience with Jump Incentive pay is preferred ➤ Software experience in Patriot Excalibur, Aviation Resource Management System, ORACLE database 11g, and Global decisions Support Systems ➤ Must have minimum three (3) years of recent HARM experience ➤ Must have minimum one (1) year working experience in any of the following: Aviator Pay processing, Rated API positions management, SARM operations, experience in KC135 operations				
<b>*See page 3 for All Required Documents for Considerations*</b>				

# !!! IMPORTANT NOTICE!!!

**Applications will be screened AFTER the job closing date, not prior. Please review your application for accuracy prior to and compliance prior to submission to JFHQ-AK/HRO.**

**\*\* SUBMIT YOUR PACKAGE AS EARLY AS POSSIBLE, DON'T WAIT UNTIL THE CLOSE DATE TO SUBMIT\*\***

**Application packages will not be accepted after the advertised Close Date.**

**It is extremely important to follow the application instructions contained in the job announcement.**

## IMPORTANT NOTES:

Due to the volume of application packages received, packages received within 4 duty days of the close date listed on the announcement will be reviewed for qualification / disqualification only. Any missing requirements will result in disqualification. Submittal of any missing requirements after the close date will NOT be accepted. Questions pertaining to application requirements should be referred to JFHQ-AK/HRO. Only JFHQ-AK/HRO will determine qualification/disqualification.

Pen/ink changes to any source document, i.e. Report on Individual Personnel (RIP), Evaluations could result in disapproval.

It is the applicant's responsibility to ensure the submitted MPF Personnel RIP is in order prior to application submittal. This includes but not limited to, verifying Duty History, AFSC, Service Dates and ensuring overdue TDY codes are cleared.

## APPLICATION REMINDERS:

All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applications must be complete upon initial receipt, in **1** single PDF package with **NO** blank pages emailed to [AKNG-Apply@mail.mil](mailto:AKNG-Apply@mail.mil), please refer to FAQs below to assist further.

Safe Access File Exchange (SAFE) is designed to provide [AMRDEC](https://safe.amrdec.army.mil) and its customers an alternative way to send files other than email. SAFE supports file sizes up to **2GB**. (<https://safe.amrdec.army.mil>)

Alaska National Guard Human Resources Office will notify candidates whose application is not complete and/or disqualified via the email address provided on the resume.

## FREQUENTLY ASKED QUESTIONS (FAQ):

**Q:** How do I create one PDF file when some documents have electronic signatures?

**A:** Print all documents and scan as one document. Ensure that blank pages are no included in final PDF prior to sending to application.

**Q:** If I feel I am qualified for a vacancy, but do not have all required criteria in the advertisement, will I be considered for the position?

**A:** No. HRO contains criteria and application procedures unique to a specific position. Criteria vary with each advertised position; however, all positions require eligibility for AKANG membership, certain experience and grade requirements. Do not submit a package unless all requirements are met.

**Q:** If I want to apply for more than one position, can I send one package for all?

**A:** No. Separate packages are required for each position.

**Q:** What does "Immediately promotable" mean?

**A:** Immediately promotable means that all requirements; Current Rank, Time in Grade, Time in Service, PME, etc. have been completed for advancement to the next higher grade. Refer to ANGI 36-2502 for Airman, ANGI 36-2504 for officers.

**Q:** May I find out who or how many others applied for the position?

**A:** No. We will not release any information on any applicant.

**Q:** How do I pull my vMPF RIP?

**A:** Log into the AF Portal. Select "virtual MPF" under Top Links (left hand side of home page). Click on "Record Review/Update" (lower left corner). Click on "View/Print All Pages".

**Q:** Do I need to submit an AF Form 422 with PULHES?

**A:** Yes. An AF Form 422 must be submitted with ALL applications. If an AF Form 422 is not available for some reason, a World Wide Duty Statement can be in replacement of your AF Form 422.

**Q:** How will I be notified if I am selected?

**A:** Official notifications will be made from the selecting supervisor. All notifications are accomplished via email or telephone to the addresses or phone numbers you provided. Do not take any action that will obligate you or the government on the assumption that you will be selected. This includes selling your home, quitting your job, etc. You are not considered "hired" until you have published orders in hand.

**Q:** How long would my AGR tour be?

**A:** As appropriate, members will be advised of the tour length when/if selected for a position prior to acceptance.

## INSTRUCTIONS FOR APPLICANTS

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD
Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required  AGRs must have 12 months in assigned position or will not be considered for reassignment. <i>IAW ANGI 36-101. Airmen should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement when in the best interest of the unit, State, or Air National Guard.</i>	Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status	An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. <u>Application Package will not be forwarded without statement</u>
ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered..."	If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee	Any further questions regarding the AGR program may be answered in ANGI 36-101

## APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to [AKNG-Apply@mail.mil](mailto:AKNG-Apply@mail.mil). Hard copy applications will **NOT** be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. **Per ANGI 36-101, the application package must include at minimum the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness.** *Items 1-10 are required by the Human Resource Office to determine initial qualifications.* If the required documents are not submitted, a letter of explanation must be included. **Incomplete packages will not be considered for the position vacancy.**

1. NGB Form 34-1 (Application Form for Active Guard/Reserve (AGR) Position **dated 20131111** (Available on <http://dmva.alaska.gov/employment.htm>)
2. CURRENT Records Review RIP (available on vMPF (<http://www.afpc.randolph.af.mil/vs>))
3. CURRENT PASSING Report of Individual Fitness (from Air Force Fitness Management Systems (AFFMS))
4. CURRENT AF Form 422 Notification of Air Force Member's Qualification Status (from clinic within 6 months)
5. CURRENT AGR/Mobility/ADSW Orders (If applicable)
6. Proof of CHARM certification /SEI code 066
7. Last 3 Enlisted Performance Evaluations (If applicable)
8. Cover Letter & Resume (OPTIONAL)
9. Statement confirming applicant meets All Initial Eligibility Requirements (Available on <http://dmva.alaska.gov/employment.htm>)
10. Signed Statement of Administrative demotion (If applicable) (Available on <http://dmva.alaska.gov/employment.htm>)
11. Letters of Recommendation will be accepted

### EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into **ONE** single PDF file with **NO** blank pages.  
 PDF File Name should be: (Position Announcement Number) Last name, First name, Grade  
 (Example: **ANG 14-xx Doe, Jane E1**)  
 Email Subject should be: (Position Announcement Number)  
 (Example: **ANG 14-xx**)  
 Email Application Package to [AKNG-Apply@mail.mil](mailto:AKNG-Apply@mail.mil)

### QUESTIONS:

To verify receipt of application, you may call 907-428-6452 (DSN 317-384-4452)

## REMARKS

Federal law prohibits the use of government postage for submission of applications.

### THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions